



City of Milpitas

We invite applications for the position of: Per Diem Dispatcher

Salary Range: \$40.16 to \$48.82/hr.

Close Date: Continuous

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

The Milpitas Police Department values employees with a high work ethic, integrity and professionalism. We value its reputation as an agency which safeguards public trust by rendering efficient and impartial police services. We are committed to the protection of lives and property by working with the community and providing professional and responsive police services.

What You Will Do

- Receive emergency calls from the public requesting police, fire, or other emergency service; determine nature and location of emergency, determine priority, and dispatch emergency units as necessary and in accordance with established procedures.
- Maintain contact with all units on assignment; maintain status and location of police field units and fire units.
- Answer non-emergency calls for assistance; answer maintenance services emergencies on weekends and holidays.
- Coordinate emergency calls and relay information and assistance requests involving other law enforcement agencies.
- Enter, update, and retrieve information as requested from Teletype networks relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information.
- Perform a variety of record keeping, filing, indexing, and other general clerical work including data input and retrieval.
- Process outside warrants; verify that data is in the system and log warrant into manual.
- Monitor burglary and robbery alarms of the City's facilities.



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- Perform related duties as assigned.

Experience and Education

High school graduate or GED. Two years of related work experience that has provided the knowledge, skills and abilities necessary to perform the duties of a law enforcement/fire services dispatcher in a computer-assisted environment, including at least one year experience working in a law enforcement communications center.

License and Other Requirements

Possession and maintenance of valid California Driver's License is required.

Possession of a California P.O.S.T. Public Safety Dispatcher Basic Certificate.

Must be certified to type at rate of 35 Net Words per Minute.

Special Requirements

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment including use of a computer and the ability to work alone or with other individuals; ability to travel to various locations within and outside the City of Milpitas.

To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Benefits

N/A

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.